

U.S. SECURITIES AND EXCHANGE COMMISSION
Public Notice of Vacancies

ANNOUNCEMENT NUMBER: DHA-04-162-DW

Opens: September 30, 2004

Closes: October 14, 2004

Information Technology Specialist (Policy and Planning), SK-2210-14

This is a bargaining unit position

GRADE: SK-14: \$89,826 - \$131,215 per Annum

PROMOTION POTENTIAL: None

VACANCIES: One

SCHEDULE: Full-Time

OFFICE: Office of Information Technology
Project Management Office

LOCATION: Alexandria, VA

This job is open to all U.S. citizens.

Moving Expenses will not be paid.

BENEFITS: SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability and Flexible Spending Account.

WHAT WORK WILL YOU PERFORM?

As an Information Technology Specialist, you will:

Analyze and evaluate the administrative aspects of substantive, mission-oriented IT programs administered by the SEC.

Develop long-range program plans, goals, objectives, and milestones for evaluating and measuring the effectiveness of major agency IT programs. Make budget presentations to management officials.

Administer the formulation and justification of the IT budget. Serve as the technical authority on OIT budget formulation. Oversee the formulation of budget estimates and justifications for conflicting program and budgetary requirements.

Review, analyze, revise, and recommend approval, disapproval, or modification of budget requests and justifications.

Perform budget execution work involving the most difficult fund control activities including adapting budgetary policies, analytical methods, and regulatory procedures.

Monitor and report on the rate of expenditures of funds. Notify management officials of trends toward over- and under-obligation of funds.

Serve as an agency expert on IT budgetary and financial management issues and activities.

Develop policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of information technology (IT) systems and subsystems that meet overall information needs of multiple major organizational units

Analyze statutory requirements against existing directives to assess the degree of change necessary to comply with the new requirements. Lead major agency-wide IT policy development efforts. Direct work assigned to a project team, reviewing and refining the final products prior to submission to management. Coordinate policy dissemination, manages policy maintenance, and develops mechanisms to measure policy effectiveness and compliance.

See next page for additional information

Articulate and communicate to the team the assignments, projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. Identify, distribute, and balance

workload and tasks among employees in accordance with established workflow, skill level, and/or occupational specialization.

WHAT ARE THE QUALIFICATION REQUIREMENTS?

Candidates must meet the Mandatory Selective Factor and Specialized Experience below.

MANDATORY SELECTIVE FACTOR: Experience in overseeing the formulation of IT budget estimates and justifications for conflicting program and budgetary requirements.

SPECIALIZED EXPERIENCE: Applicant must have one full year of specialized experience at a level of difficulty equivalent to the next lower grade in the Federal service (e.g., GS/SK-13) or equivalent private sector experience that directly involves: 1) Developing policy, guidelines, and standards for the planning, development, integration, implementation and evaluation of information technology systems and subsystems or other comparable IT-related assignments that meet overall information needs of multiple major organizational units; 2) Applicant must have experience managing multiple IT projects.

ICTAP ELIGIBLES

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

Ability to develop and manage key process improvement functions and activities used to improve IT products and processes.

HOW TO APPLY AND WHERE TO SEND APPLICATION

Please read the attached “**EMPLOYMENT GUIDE.**” If you do not submit all information as requested, you may lose consideration for the announcement. This information will allow us to determine if you meet all legal requirements for Federal employment and the qualifications for this position.

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency’s Disabilities Coordinator, OHR. The decision on granting reasonable accommodations will be on a case-by-case basis.

<h3><i>EQUAL EMPLOYMENT OPPORTUNITY</i></h3>

<p>Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.</p>
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ESHA JOB POSTING

EMPLOYMENT GUIDE

U.S. Securities and Exchange Commission

Office of Human Resources (Mail Stop 0-1)
6432 General Green Way
Alexandria, VA 22312

Thoroughly read this guide and provide all information requested.

The information you give is very important because it will help us determine whether you meet the legal requirements for Federal employment and it allows us to evaluate your qualifications for the position.

JOB APPLICATION

- **PLEASE SUBMIT NO MORE THAN 5 PAGES TOTAL. PLEASE ADDRESS YOUR MANDATORY SELECTIVE FACTOR ON A SEPARATE PAGE**

LEGAL REQUIREMENTS

- Apply by submitting a résumé or *Optional Application for Federal Employment* (OF-612).
- Place in the top right corner of each page of your application: job title, grade and job announcement number and geographic location of the position for which you are applying.
- If the job is being advertised at more than one geographic location, a separate application is required for each location.
- Provide your social security number, name, address, home and office phone numbers.
- United States citizenship is required. You must state in your application that you are a U.S. citizen.
- Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.

EDUCATION & TRAINING

- List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).
- You must submit a copy of or the official college transcript if the job announcement requires it.
- For consideration, applicants must meet qualifications on or before the closing date of the posting.

EXPERIENCE

- List the job title of your position; name and address of employer; and, supervisor's name and telephone number. You must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.
- Describe (with examples) any work experience related to the specialized experience required by the vacancy announcement. Be explicit about what work you did and what kinds of skills you used in doing it; evaluators of your qualifications cannot read meaning into what you write. Do not assume that the evaluator will understand what work you have done just based on your title, the kind of business you were involved in, or the name of your organization or company.
- **Indicate whether we may contact your present and previous employers.**
- If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held.
- If a mandatory selective factor is present in the job announcement, candidates must meet it in order to be given consideration for the position.

MANDATORY SELECTIVE FACTOR

EVALUATION PROCEDURES

- A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications (and any mandatory selective factor) specified on the vacancy announcement. All minimally qualified candidates will be referred to the selecting official who will make the final hiring decision.

SPECIAL

- This applies only to current or former career or career conditional Federal employees

**SELECTION
PRIORITY**

affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP).

- To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be well-qualified as a displaced Federal employee for the SEC position.
- If you meet the SEC's well-qualified criterion, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.

**FILING A JOB
APPLICATION**

You may:

1. Mail your application through the U.S. Postal Service. Mailed applications must be received by the closing date stated on the announcement.
2. Fax your application to the phone number listed below. Applications must be received by the closing date specified on the announcement.

**WHERE TO
SEND YOUR
APPLICATION**

U.S. Securities and Exchange Commission **NO MORE THAN 5 PAGES**
Office of Human Resources (Mail Stop 0-1)
Attention: Allison Myers-Hourcle
6432 General Green Way
Alexandria, VA 22312

Fax Number: 703-914-0556